



# PUBLIC WORKS DIRECTOR

*Encinitas, California*



# The Community

Located along six miles of the Pacific coastline in northern San Diego County, Encinitas offers a unique blend of old-world charm and sophistication with new-world culture. Incorporated just 35 years ago in 1986, the City brought together Old Encinitas, Cardiff-by-the-Sea, Leucadia, New Encinitas, and Olivenhain to create a single municipality known for its natural beauty and distinctive sense of community.

From the pristine beaches, antique shops, and popular surf spots of Leucadia, Old Encinitas, and Cardiff-by-the-Sea to the shopping centers and neighborhoods of suburban New Encinitas, and the laid back, rural feel of Olivenhain there is something for every one of the City's more than 62,000 residents and visitors from around the world. Its 19.6 square miles include 90 acres of open space, 45 acres of beaches (33.74 acres of Maintained Beaches or Accesses), 20 developed parks, 40.5 miles of trails, and 152 acres of both developed and undeveloped parkland including three sports parks, one skate park, and two skate elements.

Moonlight State Beach, Swami's Beach Park, and others attract surfers from around the globe to compete in local tournaments; the gardens of the Self-Realization Fellowship Temple as well as the 18-hole championship Encinitas Ranch Golf Course offer spectacular views of the ocean; the San Elijo Lagoon Reserve features the largest coastal wetland in San Diego County, home to nearly 300 species of bird; and the famous San Diego Botanic Garden offers a tropical rainforest, desert gardens, and the largest display of bamboo in the world.



Beyond the city limits, the San Diego Zoo, Wild Animal Park, and Sea World are all accessible within 35 minutes — and Disneyland is about an hour away for those who prefer spending the day with a magical mouse. Residents are also a short drive from natural wonders like the Cleveland National Forest, Joshua Tree National Park, and the Cuyamaca Rancho, Anza-Borrego Desert, and Mt. San Jacinto state parks.

After a day on the beach or among the mountains, residents can shop, dine, and take in a show. Encinitas boasts two major commercial corridors: the century-old Downtown 101 coastal shopping district featuring historic architecture, quaint shops, specialty retail stores, and upscale restaurants, and the El Camino Real corridor offering a wide array of retailers, restaurants, and service offices.





# The Community CONTINUED



It also offers a packed calendar of art and cultural activities thanks to more than 85 organizations and numerous arts presenters that call Encinitas home, including the historic La Paloma Theater and Lux Art Institute.

In addition to the City's many attractions, Encinitas residents have access to world-class education and medical care. The highly-rated Encinitas Union School District, Cardiff School District, and San Dieguito Union High School District as well as several private schools and area colleges and universities serve students of all ages and interests.

Scripps Memorial Hospital Encinitas, the City's largest employer, was recently named among the top 100 hospitals in the nation, and the Scripps system includes multiple clinics in the community. Tri-County Medical Center also sits just north of the City in Oceanside and to the south lie San Diego's many specialty care facilities.

An upscale bedroom community, the median household income in Encinitas sits well above the state and national averages at \$113,175 and housing prices run north of \$1.5 million.



# Mission, Principles & Vision

## MISSION:

Preserve, protect, and provide innovative services that enhance the quality of life for residents, visitors, businesses, and our communities.

## OPERATING PRINCIPLES:

- **Respectful Partnerships** — Encourage honest dialogue, diversity in thinking, and problem-solving.
- **Improvement & Efficiency** — Streamline everything we do using best practices.
- **Financially Sound Decision-Making** — Achieve long-term sustainability.
- **Data Gathering & Sharing** — Enhance informed decision-making.
- **Measurement & Accountability** — Ensure excellent service and the best investment of taxpayer money.
- **Community Outreach** — Seek feedback from the community.
- **Community Character** — Protect community character and agricultural programs.

## VISION:

Encinitas is five unique communities thriving as ONE great city through pursuing our vision of:

- **Quality Transportation:** Provide effective, safe, and easy transportation for all modes of movement and for all demographics.
- **Recreation:** Promote active lifestyles and community health by furthering access to trails, parks, beaches, and other recreational opportunities.
- **Economic Development:** Create economic opportunities through innovation, financial stability, and fiscal responsibility.
- **Environment:** Be good stewards of open spaces, beaches, parks, and the natural environment.
- **Arts & Culture:** Embrace great places to showcase the City's arts and culture, history, community charm, and character.
- **Public Safety:** Create a safe and secure environment for residents, visitors, and businesses throughout the City.
- **Community Planning:** Maintain safe and livable communities through well-maintained infrastructure and facilities, strong public safety, and significant environmental standards while achieving diverse and affordable housing for present and future generations.





# Governance & Organization



Encinitas is a general law city operating under a council-manager form of government with a mayor elected at large for two-year terms and four city council members elected within single districts for staggered, four-year terms.

In addition to setting vision and objectives for the community, the Council is responsible for adopting the annual budget, passing ordinances, approving the City's financial and capital improvements plans, appointing board and commission members, and hiring the City Manager and City Attorney. They also serve as board members of the San Dieguito Water District, Encinitas Housing Authority, and Encinitas Financing Authority.

The City provides a full range of services including infrastructure and sustainability, public works, development services; parks, recreation, and cultural arts; and fire, rescue, and marine safety. Rather than staffing its own police department, Encinitas maintains a contract for law enforcement with the San Diego County Sheriff's Department.

While City Council sets the vision for the community, City Manager Pamela Antil provides executive leadership, direction, review, and coordination of all City departments and operations. Antil was hired to lead Encinitas in 2020 and has more than 25 years of experience managing and advising local government agencies. She previously served the cities of Santa Barbara, California; Palo Alto, California; and Ann Arbor, Michigan. She is responsible for enforcing the City's laws and ordinances, representing the City in regional coordination efforts, helping lead economic development initiatives, offering professional advice to City Council, managing the community's budget, and overseeing a workforce of nearly 250 employees between the City and San Dieguito Water District.





# About the Department



The Public Works Department helps ensure the City's ongoing quality of life by overseeing the administration and management of the community's street and sidewalk system, solid waste disposal, capital improvement projects, environmental management, and clean water initiatives. One of only 160 agencies in the country to achieve American Public Works Association accreditation, the department also takes care of fleet maintenance for more than 150 vehicles, and facility maintenance for the Civic Center, six fire stations, two permanent lifeguard towers, the City Library, the Community and Senior Center, and the Public Works Facility.



The department includes 26 employees who work alongside the 34-member staff of the San Dieguito Water District, a subsidiary district of Encinitas. The City has dedicated more than \$31.7 million to Public Works over the next two years, and the Water District adopted a budget of \$21.3M for FY 21/22 and proposed a budget of \$22M for FY 22/23.





# About the Position

The Public Works Director reports to the City Manager and manages a staff of direct and indirect reports dedicated to planning, coordinating, and overseeing all functions, programs, and operations of the Public Works Department including the maintenance and operations of streets, drainage, fleet, facilities, and wastewater collection.



Responsibilities include:

- Implementing City objectives, goals, policies, and procedures, adjusting to meet community needs as well as evolving legal requirements and best practices.
- Continuously monitoring and evaluating service methods and outcomes for efficiency and effectiveness.
- Developing long-term plans for City assets and capital investments.
- Managing designs, bid processes, and contracts for department projects and professional services.
- Creating and administering a biennial budget.

In the pursuit of buy-in both internally and externally, the position also oversees community engagement efforts around Public Works initiatives, responding to citizen concerns and infrastructure-related emergencies, as well as all aspects of labor relations for the department, including training, motivating, and evaluating staff.

Additionally, this position provides recommendations and administrative support to elected and appointed leaders; coordinates regularly with other department heads and staff; and represents the City and its interests on various regional committees and task forces.





# Opportunities & Challenges



The new Public Works Director will lead several upcoming projects including:

- **Capital Expenditures** — Encinitas is preparing for its next capital bond election. The incoming director will provide support and expertise to a citizen committee tasked with developing the package to appear on the ballot.
- **Long-Term Planning** — The new director will work on several plans in the years ahead to address identified areas of concern. This includes the Asset Management Plan, to include consideration of further converting the City fleet to electric vehicles, and the Infrastructure Maintenance Plan, particularly in addressing flooding, railroad rights-of-way, and accelerating maintenance needs for roads, bikeways, and drainage facilities.
- **Organics Recycling** — Following recently enacted state mandates, the Solid Waste Division will be expanding its Zero Waste program and updating the community's recycling ordinance to include regulations surrounding the recycling of food waste and green waste.
- **Staff Development** — City leaders would like to see a succession plan implemented within the Public Works Department as well as further investments in employee training and development. These efforts will work in tandem with the upcoming American Public Works Association re-accreditation process to ensure the department is among the best in the country.





# Ideal Candidate

The City of Encinitas seeks an experienced and engaging leader who can work effectively with employees across the organization, City Council, and the public to create and execute a bold plan for the community's infrastructure environment, services, and quality of life.

The ideal candidate is an adaptive problem solver with experience developing and motivating employees in the pursuit of City goals and initiatives, and responding quickly to citizen concerns and emergency scenarios. They are also a skilled communicator and relationship builder who understands the importance of customer service — including within the organization — of leading by example to earn the trust and respect of others, and of balancing the needs of frontline employees (represented by a labor union), department head peers, and City leaders.

In taking on a combined position of Public Works Director, the successful candidate will need strong technical knowledge; a comprehensive understanding of federal, state, and local laws, regulations, codes, and statutes; and experience developing long-range plans for robust infrastructure and maintenance programs in a coastal environment, including funding methods and grant opportunities. They should also feel comfortable making and explaining data-driven decisions, managing multiple projects at once, presenting information to a wide variety of audiences, and working within an environmentally conscious community with a passion for sustainability programs.



## Education & Experience

This position requires a bachelor's degree in business administration, construction management, public administration, engineering, or a related field. A master's degree is highly desirable. Candidates should also have seven years of professional experience including some in the public sector and three years of supervisory experience. An equivalent combination of education and experience may also be considered.





# Compensation & Benefits

The City of Encinitas offers an annual salary of \$131,309 to \$203,703 for this position based on qualifications and experience with the next round of raises anticipated in mid-2022. The organization also offers an excellent benefits package including health, dental, vision, life, and long-term disability insurance; paid sick, personal, parental, and election leave; a generous vehicle allowance; tuition reimbursement; and 16 paid holidays. The City's commitment to work/life balance additionally includes paid leave from Christmas Eve through New Year's Day and a 9/80 work schedule.

Encinitas participates in the California Public Employees' Retirement System and offers a choice of voluntary, supplemental retirement plans. The City does not participate in Social Security; the organization and employees each pay 1.45% to Medicare.

## Application Process

Please apply at: <https://www.governmentjobs.com/careers/encinitasca>

This position is open until filled and the first review of applicants will be April 5, 2022 - For priority consideration apply immediately.

The City of Encinitas is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check, including drug testing.

## Resources

**City of Encinitas**  
[www.encinitasca.gov](http://www.encinitasca.gov)

**Public Works Department**  
[www.encinitasca.gov/Government/Departments/Public-Works](http://www.encinitasca.gov/Government/Departments/Public-Works)

**San Dieguito Water District**  
[www.encinitasca.gov/Government/Departments/San-Dieguito-Water-District](http://www.encinitasca.gov/Government/Departments/San-Dieguito-Water-District)

**Encinitas Visitor Center**  
[www.encinitasvisitorscenter.com](http://www.encinitasvisitorscenter.com)

**Encinitas Chamber of Commerce**  
[www.encinitaschamber.com](http://www.encinitaschamber.com)

**Cardiff 101 Main Street Association**  
[www.cardiff101.com](http://www.cardiff101.com)



**Encinitas 101 Main Street Association**  
[www.encinitas101.com](http://www.encinitas101.com)

**Leucadia 101 Main Street Association**  
[www.leucadia101.com](http://www.leucadia101.com)

